

Class Title: Security Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Plans, coordinates, manages, and schedules security guard force employed by the City for City Hall and other municipal locations. Oversees security guards employed by private contractors to provide security at City owned buildings and facilities. Performs other duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Coordinates and schedules security guard force with other departments for special requirements in City Hall including all events in City Council Chambers; manages, schedules and maintains security guard schedule.
2	L	Ensures security services by verifying performance, identifying concerns, recommending solutions, establishing budgets, and recommending equipment solutions.
3	L	Approves leave schedules, prepares performance reviews, issues disciplinary actions as appropriate, and approves training for security guard force. Establishes and updates a security guard procedure manual.
4	L	Issues and maintains records of equipment issued to security guard force such as uniforms, hats, badges, radios, beepers, and cell phones.
5	L	Reviews and recommends all requests for new security equipment and systems for City buildings by establishing repair and replacement plans, creating specifications for bid documents, obtaining cost estimates, evaluating work for compliance with specifications, evaluating contract vendor performance, and meeting with various personnel, consultants, and other parties to review projects from development to execution.
6	L	Coordinates implementation of new technologies as part of computer based integrated access control systems (Smart card, fleet fueling, data base sharing, etc.)
7	L	Oversees operations of privately contracted security guards assigned to City facilities, including establishing emergency response procedures for events at facilities patrolled by privately contracted security guards.
8	L	Determines need for repairs and upgrades to security devices such as cameras, access controls, recorders, power supplies, wiring, associated computerized control panels and personal computer interfaces, etc.
9	M	As necessary, secures the premises and prepares for events by patrolling the area and designated check points, setting alarms, checking the thermostats in various facilities and exhibits, monitoring security tapes, setting up pass gates, barricades and turnstiles and monitoring citizens and crowds.
10	L	Responsible for staffing and operation of City Information Telephone system after office hours.

CSC Adopted: June 2002 CSC Revised: September 2003**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years of security experience, including one year of experience as a supervisor.
Certifications and Other Requirements	Valid Driver's License, Certification as a Special Police Officer or Conservator of the Peace may be required depending upon area of assignment.
Reading	Work requires the ability to read technical manuals, blueprints, bid documents, contract specifications, invoices and other technical documentation.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write procedures manual, operational proposals, bid documents, contract specifications, witness statements, reports, and general correspondence.
Managerial	Managerial responsibilities include assisting with the planning of special projects, managing security guards on rotating swing shifts and planning repairs and maintenance efforts.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, realigning work as needed, and when necessary functioning as a lead worker performing essentially the same tasks as those directed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, brokers and sales representatives.

CSC Adopted: June 2002 CSC Revised: September 2003**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Crowd control, property surveillance
Sitting	F	Desk work, completion of reports, checking security tapes
Walking	F	Property surveillance, inspections
Lifting	O	Packages, boxes, office equipment, pass gates, barricades, turnstiles
Carrying	O	Reports, office equipment, pass gates, barricades, turnstiles, cellular telephone, pager
Pushing/Pulling	O	Pass gates, barricades, turnstiles
Reaching	O	Packages, boxes, office equipment, pass gates, barricades, turnstiles
Handling	O	Packages, boxes, office equipment, pass gates, barricades, turnstiles
Fine Dexterity	F	Writing, setting up pass gates, cellular telephone
Kneeling	O	Setting up and preparing for property surveillance
Crouching	O	Setting up and preparing for property surveillance
Crawling	N	
Bending	O	Setting up and preparing for property surveillance
Twisting	O	Setting up and preparing for property surveillance
Climbing	F	Setting up and preparing for property surveillance, ladders
Balancing	N	Setting up and preparing for property surveillance, ladders
Vision	C	Surveillance, inspections, crowd control, reading, writing, checking security tapes
Hearing	C	Surveillance, crowd control, patrons, supervisor, promoters, staff, 2-way radio, meetings
Talking	F	Crowd control, patrons, supervisor, promoters, staff, 2-way radio
Foot Controls	N	
Other (specify)	N	

CSC Adopted: June 2002 CSC Revised: September 2003

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Personal computers, metal detectors and hand wands, walkie-talkie's, radio, security clock, cellular telephone, pager, electronic surveillance equipment.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R